## 2018 City of Buffalo Special Event Parade/Motorcade Permit: EVENTS MAY BE DENIED DUE TO THE FOLLOWING MISSING COMPONENTS:

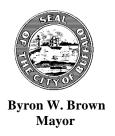
- ✓ Map of the route showing where volunteers are being placed (volunteers are needed at every intersection!)
- ✓ Route MUST be typed out, turn by turn, example: start at,  $\leftarrow$  left on,  $\rightarrow$ right on... $\triangle$ ends at.
- ✓ IF YOU PLAN TO RUN OR BIKE THROUGH ANY PARK, YOU MUST CONTACT ARLENE

  MUSTAFA AT 851.9670 OR VIA EMAIL AT <a href="mailto:amustafa@city-buffalo.com">amustafa@city-buffalo.com</a> FOR A PARK USE

  APPLICATION and park use proposal form.
- √ \$200.00 Special Event application and \$50.00 Parade/Motorcade application processing fee is payable to the

  City of Buffalo. Separate checks are required, application and payment submission to 226 City Hall.
- ✓ If your event requires more than the 16 City of Buffalo donated manpower hours to maintain the safety of an event, your organization will be billed at an hourly rate of \$65.00/officer at a minimum 4 hour time units. The amount of officers needed will be determined by the Buffalo Police Department.
- ✓ Insurance certificate naming the City of Buffalo as an additionally insured.
- ✓ Security plan demonstrating the closing streets, a map revealing the placement of barricades that you have rented and placement of volunteers, describe how will runners/walkers be kept safe.
- ✓ The start time *must* be absolute. Most weekends, more than one event is scheduled, therefore it is imperative that you start on time.
- ✓ Last minute route changes are not permitted, unless suggested by BPD.
- ✓ You must provide WRITTEN notification to area businesses and residences 30-60
   days before your event (Also provide approximate time of closures or large traffic)
- ✓ You must also provide alternate routing to volunteers and security that may be tasked with redirecting traffic
  - ✓ Please include a cell number of the contact person on site during the event to be used by the Traffic Lieutenant on duty.
  - ✓ The completed application, along with the following listed below, must be turned in all at once.
- ✓ Is the route different from your last year application? Even if the route is the same as the previous year, all of the above **must be submitted every year.**

THIS IS YOUR EVENT. WE ARE HERE FOR TRAFFIC CONTROL.



## CITY OF BUFFALO SPECIAL EVENT Parade/Motorcade Permit 2018

#### **Buffalo Police Dept Traffic Unit**

Commissioner Byron C. Lockwood Contact Person Dana Gordon

Location 1345 Bailey Avenue Phone 716-851-4411 / 851-4538

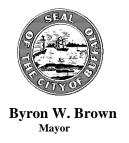
Fax 716-851-4510 Email dgordon@bpdny.org

### Do not advertise or publish event info prior to receiving route usage approval.

If this event conflicts with another event, you will need to adjust your start time. The Traffic Control Unit needs minimum of 1 hour between events. Please ensure that at least 100 persons will participate in the event.

Waterfront routes subject to pre-approval (Erie St, Erie Basin Marina, Marine Dr, Lakefront Blvd) Usage – Marina Manager @ 851-5238

Name of Event					
Purpose of Event					
<b>Event Location</b>					
Date of event	Last year's date				
Contact Person					
Mobile #					
Email (required)		Fax			
Address					
street	city	state	zip		
Type of event	☐ Race ☐ Walk	x □ Parade	☐ Procession	☐ Motorcade	
Distance of event	miles Attach 2 detailed maps of the route. (Submit both turn-by-turn typed out and computer generated map)				
How many will participate?	marchers/rui		_ floats		
Location of formation  Is route different from last year?	formation time	am/pm	actual start	timeam/pm	
Number of on-street volunteers	Attach safety plan showing street closings, barricade & volunteer placement. (event organizer is responsible for barricades)				
Neighborhood notice attached	☐ yes ☐ no If yes, date distributed (Mandatory for races using City streets.) (Permit will not be approved without attachment)				
Insurance enclosed	□ yes □ no				
Enclose processing fee of \$50.00 payable to the 'City of Buffalo'. Mail to the above address.					
Signature of Mayor, City of Buffalo		date			
Signature of Captain		date			



### **CITY OF BUFFALO**

65 Niagara Sq, Room 226 Buffalo, NY 14202

## **Special Events 2018**

#### **Contact Information**

**Coordinators** Kerron Johnson & Danielle Rizzo

 Location
 Room 226

 Phone
 (716) 851-6508

 Fax
 (716) 851-5052

 Email:
 kjohnson@city-buffalo.com

drizzo@city-buffalo.com

# **Sponsor Pre- Event Accounting**

This form must be submitted along with the Motorcade/Permit application.

Name of event			<del></del>
Date(s) of the event			_
Number of persons expe	ected		_
Actual Attendance last y	vear		_
Did you charge a fee? (y	res or no)		_
If yes, how much?		Per individual_	Per Group
		Per Motorcade	/March Participant
Income from Sponsors l	ast year?	\$	_
Gross income received f	rom last y	ear event \$	
Total expenses for event	last year	\$	_
Net income (surplus/def	icit)	\$	_
Do you anticipate any issues	before or	· during event.	
Please list names of anticipat	ed benefi	ciaries this year	•
Signature			Date